



## Trial Courts of Arizona in Maricopa County Law Researcher

**Open Until Filled**  
\$29,598.40/yr.

### **The Position**

The Trial Courts of Arizona in Maricopa County is the fifth largest general jurisdiction court in the country with a widespread reputation for innovation and excellence for both people and programs. The Trial Courts in Maricopa County is currently seeking a Law Researcher to serve the Arizona Tax Court. Under limited supervision, the law researcher is responsible for performing a broad range of legal and paralegal functions on cases and issues before the Arizona Tax Court, and related work as required.

The primary responsibilities of this position include:

- Assists the judge with administrative, clerical, and legal research tasks
- Drafts, edits, proofreads, and assembles legal documents and memoranda
- Attends court proceedings and participates in conferences in chambers with attorneys
- Researches legal issues
- Discusses pending cases with the judge
- Performs related duties as assigned or necessary to aid in the administration of the cases before the Court

### **The Qualifications**

Minimum qualifications include graduation from an academically accredited school of law. This position requires considerable knowledge of legal research methods and techniques, considerable knowledge of court procedures and operations, and considerable knowledge of State laws, rules and regulations. The incumbent must have the ability to communicate effectively, both verbally and in writing, the ability to interpret, analyze, and evaluate legal information and draw conclusions, and the ability to establish and maintain effective working relationships with others.

### **The Compensation Package and Application Process**

Our comprehensive benefits package includes medical/dental/vision, up to 23-vacation days per year, and 10 paid holidays. This position is unclassified under the Judicial Merit System. The position is hired by and serves at the will of the individual judge. The compensation for this position is \$29,598.40 annually.

### **How to Apply**

Interested applicants must submit a cover letter, resume, and writing sample. Applications may be submitted by one of the following methods:

#### **Via Mail:**

Judge Paul A. Katz  
125 W. Washington, Suite 101  
Phoenix, AZ 85003  
ATTN: Law Researcher

**Via Fax:** 602-372-8617

**Via E-mail:** [calopez@superiorcourt.maricopa.gov](mailto:calopez@superiorcourt.maricopa.gov)

Form more information about the trial Courts, visit our web site:

[www.superiorcourt.maricopa.gov](http://www.superiorcourt.maricopa.gov)

The Court is an Equal Opportunity Employer. It is the policy of the Court not to discriminate in employment or the provision of services. To arrange for reasonable accommodation under the Americans with Disabilities Act (ADA), please call 602.506.0149. TT#: 602.506.3100.